

From: Wilson, Leah S (DOA) <leah.wilson@alaska.gov>
Sent: Monday, June 1, 2020 11:52 AM
Subject: Biweekly Timekeeping Update and Q&A invite

Good Morning,

As you know, the State of Alaska is converting a biweekly payroll cycle effective today, June 1, 2020. The last semi-monthly pay period ended May 31, the payday for which is June 15.

Timesheets for the first biweekly pay period cover June 1 – June 14 and will be due from Timekeepers on June 16.

For most employees this conversion won't mean a significant change to the existing SOA timekeeping practices, however for Overtime Ineligible Salaried employees there are new guidelines for reporting salary hours in IRIS HRM. These new guidelines are covered in the attached document for reference.

MORE QUESTIONS?

We understand that employees and timekeepers may have questions and to help answer these, Payroll Services will be hosting a Q&A session on June 10 to provide an opportunity to address these. If you still have questions after reading the attached guidance, we encourage you to attend.

Questions will be taken live from the Q&A chat, but any questions you have now can be sent in to give our staff time to prepare a thorough answer to go over at the event. Feel free to send in questions you'd like answered at the Q&A to Rachel.Atkinson@alaska.gov.

WEBEX INFORMATION

Wednesday, June 10, 2020 10:30 am, Alaska Daylight Time (Anchorage, GMT-08:00)

Event number (access code): 133 504 9610
Event password: tZJEhMt3i77 (89534683 from phones)

Event address for attendees:
<https://stateofalaska.webex.com/stateofalaska/onstage/g.php?MTID=e17ef8850588e29ebfee293a3f1dd28d7>

Audio conference information

1-650-479-3207 Call-in toll number (US/Canada)
1-855-244-8681 Call-in toll-free number (US/Canada)
[Toll-free dialing restrictions](#)

Need help? Go to <http://help.webex.com>

Thank you,

[Leah Wilson](#)

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